

**YAKAMA NATION PERSONNEL DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-144 Issue Date: 05-05-15 Closing Date: 05-18-15

**4th Advertisement
Realty Technician I/II-Probate
Trust Real Estate Services
Department of Administration
Hourly Wage: I-\$11.41 II-\$11.98/Full-Time/Regular
(Career Ladder Position)**

Probate: will provide assistance in research of family data, obtaining correct statistics about each potential heir, setting up initial file, and requesting BIA-INV from Portland Regional, Land Titles & Records. At times may respond to routine questions regarding the probate process, and routine questions about probate status. May also act as a witness to Wills & Codicils for those land owners who may need a witness. all duties performed by this staff are in carrying out the trust responsibilities in the Real Estate Services Program, CTP11T122437, Scope of Work, PL-93-638 Contract, and 25 CFR, 43 CFR, and other applicable federal and tribal laws, regulations, resolutions, and land use plans. As such, all documents created by this office become the property of the United States.

Knowledge, Skills and Abilities:

- Knowledge of basic trust realty, 25CFT, 43CFR, ILCA, Indian Ag Bill.
- Knowledge of reading, writing, & platting legal descriptions, locating land or locations on maps.
- Knowledge of tribal offices, requirements of Zoning, DNR land use, Roads, Wapato Irrigation, and other offices affecting land use.
- Knowledge of appraisal process, requesting, reviewing reports.
- Knowledge of general office procedures, filing & correspondence.
- Knowledge of Yakama Nation traditions, customs and practices.
- Skill in oral and written communication for explaining realty procedures to clients.
- Skill in computing lease rental, interest, fractionated interests, and in preparing journal vouchers to transfer funds, refund vouchers, close accounts & billing of leases due.
- Ability to use personal computer, hardware and a variety of software programs, and other office equipment including copier, faxes, and calculators.
- Ability to read and understand routine procedures to complete jobs.
- Ability to proof read, check for adherence to laws & policies, to insure accurate documents.
- Ability to work independently and on own initiative.
- Ability to plan and set own priorities.

General Recruiting Indicators:

- High School diploma or GED, specialized training related to trust real estate management or one year documented experience in trust real estate office.
- Pass a pre-employment drug and alcohol test.

Special Requirements:

- Must respect Yakama Nation traditions, customs and practices.
- Must receive favorable screening form the BIA Security Clearance Investigation for access to trust asset data.